

~~SECRET~~

VIA : Wage and Classification ADMIN
[REDACTED]

SECURITY INFORMATION

2 May 1952

25X1A8a

UPGRADING OF SLOT #757

1. It is requested that Slot #757, Intelligence Clerk, of the Departmental T/O, be upgraded from GS-5 to GS-7.

2. The incumbent is Assistant Requirements Officer in [REDACTED]. As such, her function is to assist the Requirements Officer in processing and, in some cases, procuring intelligence requirements. Requirements initiated by other Agencies or Offices within CIA are passed by RQM/RQ to IF where their acceptability is determined. In most instances, this entails coordination with the [REDACTED] operating branch concerned. The decision to accept or reject is based upon various factors, such as the availability of field personnel and/or sources. Accepted requirements are set up as Intelligence Directives, recorded and dispatched to the field. The procedure for requirements, or briefs, requested from the field is similar, except that interested Agencies or CIA Offices are asked to submit briefs through RQM/RQ.

25X1A8a

25X1A8a

3. In addition to her work concerning requirements, the incumbent maintains the files on source production and evaluations. Production files are set up for each source or operation, and periodic audits are made. At the close of each month, the incumbent prepares a statement of source production from the three areas, [REDACTED]. After circulation to the interested operations desks, these monthly reports are pouched to the fields. Evaluations are screened, compiled and dispatched to the field fortnightly. The incumbent has had two years' experience in this work. She is very competent and her work is entirely satisfactory.

25X1A6a

25X1A9a

~~SECRET~~